

QUERY OPTIONS

The Query menu may be used to look up information on a specific case. PACER charges will not be accessed until a query report is actually selected. There are several steps which allow you to search for the case you wish to query. This initial selection is not accessed by PACER.

There are three ways to look up the case.

OPTION 1:

Case Number

- Enter case number by the two-digit year - case number, i.e. 04-1234
- If PACER locates a Civil and a Criminal case, the user will have the opportunity to select which case they wish to query.

OPTION 2:

Filed date
and/or
Nature of Suit Code

- User may enter a date range for which to search, i.e. know about when the case was filed.
- User may enter a date range for when the last entry may have been made in the case, i.e. an order was entered in the last week, but case name/number, or age of case are unknown.
- User may select a Nature of Suit Code, i.e. the type of case is the only information known.

OPTION 3:

Name

- User may enter last name, and/or first name.
- User may enter partial letters if spelling is known, i.e. "Peter" to find all Peterson and Petersen names
- User may search by not only a party name but attorney name by using the "Type" drop-down selection.

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QUERY REPORT MENU

Alias	<ul style="list-style-type: none"> • Would list any parties that had an alias entered into the system. • Used mostly in Criminal Cases
Associated Cases	<ul style="list-style-type: none"> • Provides a list of cases that are consolidated
Attorney	<ul style="list-style-type: none"> • Provides an alphabetical listing of all the attorneys <ul style="list-style-type: none"> • Who they represent • address, phone, e-mail • If they are Lead Attorney • If they are to receive notice • If they are no longer in the case
Case File Location...	On all cases prior to 2005, paper files will exist. This query will let you know if the file is still in Idaho, or has been sent to archives.
Case Summary	<p>Provides short synopsis of case:</p> <p>CIVIL</p> <ul style="list-style-type: none"> • Office Code- <ul style="list-style-type: none"> • Boise • Coeur d'Alene • Moscow • Pocatello • File Date • Jury Demand • Dollar Demand • Nature of Suit Code • Cause of Action • Jurisdiction, i.e. diversity, USA party • Disposition if any • County of origin • Plaintiffs & Defendants <ul style="list-style-type: none"> • Attorneys for each with phone numbers <p>CRIMINAL</p> <ul style="list-style-type: none"> • Office Code- <ul style="list-style-type: none"> • Boise • Coeur d'Alene • Moscow • Pocatello • File Date • County of origin • Criminal Counts with citation codes • Disposition of Counts • Custody status of Defendant • USA & Defendant(s) <ul style="list-style-type: none"> • Attorneys for each with phone numbers

QUERY OPTIONS

Deadlines/Hearings...	CIVIL <ul style="list-style-type: none"> • Several sort options available • Provides all deadlines set in case such as case management deadlines & motion response deadlines, hearings set, etc. • Provides docket number of pleading that set the deadline • Provides date the event was filed • Provides what the deadline date is • If deadline is terminated, provides that date CRIMINAL <ul style="list-style-type: none"> • Only shows hearings set • Motion response deadlines will not appear unless a specific date is set by the court
Due/Set	<ul style="list-style-type: none"> • Sorts by the due date of the event, i.e. motion response deadline • Appears in descending order, later dates first
Document Number	In numerical order of the event filed
Deadline/Hearing	<ul style="list-style-type: none"> • Sorts by Hearings first in descending order, later dates first through older dates • Sorts Motion Response deadlines next with same date criteria • Indicates if the hearing has been held (terminated) or response filed - both items terminate the deadline.
Filed	<ul style="list-style-type: none"> • Sorts by the filed date of the event creating the deadline. • Appears in descending order, later dates first
Satisfied	<ul style="list-style-type: none"> • Doesn't reflect any dates - do not use this report
Terminated	<ul style="list-style-type: none"> • Orders the report in descending order from most recent terminated item to the oldest
Party	<ul style="list-style-type: none"> • Clicking on link brings up a related transaction report

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Docket Report ...	<ul style="list-style-type: none"> • There are several options for broadening or narrowing the search. <i>See options below</i> • PACER charges \$.08 per page. 54 lines = 1 page •
Filed Date Range	<ul style="list-style-type: none"> • Can narrow the search by placing a specific date range • Leave blank to receive all documents
Document Number Range	<ul style="list-style-type: none"> • Can narrow the search by indicating specific documents • Leave blank to receive all documents
Include Terminate Parties	<ul style="list-style-type: none"> • Defaults to YES, but you may deselect to not receive this information
Include Links to Notices of Electronic Filing	<ul style="list-style-type: none"> • Recommend to always select. • Does not incur any additional cost to include in report. • If you do not select this, but wish to review date/time document was filed with court, you would not be able to without rerunning the Docket report to include the NEF. The second report would incur a second PACER charge.
Include List of Parties and Counsel	<ul style="list-style-type: none"> • You can deselect if this information is not critical to your search. Many times this information can be several pages in length.
Include list of member cases	<ul style="list-style-type: none"> • Defaults to NO. • Would include any consolidated cases in the search
Sort By options	<ul style="list-style-type: none"> • Oldest Date First • Most Recent Date First

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Filers	Sort list of parties in the case indicating their role (plaintiff, defendant, cross-claimant, etc.) and the date they were added to the case and terminated if the party is closed.
History/Documents...	<ul style="list-style-type: none">• Another version of the Docket Report• Only show documents in either descending or ascending order• Contains hyperlinks to documents• May select to show complete docket text or a brief description of docket entry.• Will provide a terminated date for motions that are no longer pending
Party	Same listing as Attorney list, but instead of alphabetical listing of attorneys, it is an alphabetical listing of parties with attorney information included.
Status	<ul style="list-style-type: none">• Reflects if the case is terminated• Most this information can be found in Case Summary Query

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Related Transactions...	<ul style="list-style-type: none"> Report shows all related documents There are several options for broadening or narrowing the search. <i>See options below</i> PACER charges \$.08 per page. 54 lines = 1 page 	
Filed Date Range	<ul style="list-style-type: none"> Can narrow the search by placing a specific date range Leave blank to receive all documents 	
Document Date Range	<ul style="list-style-type: none"> Can narrow the search by indicating specific documents Leave blank to receive all documents 	
Document Type - only searches for entries that meet the specified criteria	adr answer appeal appeal-cr charge-cr cmp detention-cr discov discovery-cr minutes minutes-cr misc misc-cr misccs mot2255 motion notice notice-cr order order-cr plea-cr respm respm-cr respoth service service-cr transfer transfer-cr trial trial-cr utility utility-cr waiver-cr	<ul style="list-style-type: none"> Only show ADR related documents Only shows answers to complaints Show only Appeal entries for a Civil case Shows only Appeal entries for a Criminal case Charging documents in Criminal case Complaints Detention filings in a Criminal case Discovery filings in civil case Discovery filings in criminal case Minute entries in a civil case Minute entries in criminal case Any miscellaneous civil filings Any miscellaneous criminal filings Any miscellaneous filings in noncivil or criminal case 2255 Motion for correction from sentence Any motion for civil or criminal cases Notices Notices in criminal cases Orders Orders in criminal cases Pleas documents in criminal cases Response to Motions Reponse to Motions in Criminal case Other response type documents Service documents Service documents in criminal case Transfer of case documents Transfer documents in criminal case Trial related documents Trial related documents in criminal case Utility events enter by the court Utility events enter by the court in crim. case Waivers filed in a criminal case
Pending	<ul style="list-style-type: none"> Defaults to YES Only looks for documents that are still pending 	
Terminated	<ul style="list-style-type: none"> Default is NO Includes documents that have been terminated by order or other means 	
Sort by Options	<ul style="list-style-type: none"> Filed Date Entered date = date that it was entered onto the docket (should always be the same as the filed date unless it is an entry made by the court of a previously filed paper document) Document Number 	